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10-8-1964

### MEMO on initial formation of Faculty Senate 10-8-64

Kutztown State College

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Commonwealth of Pennsylvania  
KUTZTOWN STATE COLLEGE

To: Members of the Faculty

The Committee on the Desirability of a Faculty Senate has functioned as directed by the President of the college and has the following to report:

1. Replies to widespread and numerous inquiries made of other colleges and universities indicate that such a Senate could be organized here at Kutztown.
2. The consensus of our faculty as reported by our Department Heads is that an attempt at such on our part would be desirable.
3. As to "conditions and provisions" we submit the enclosed proposal for a Constitution. It is to be understood that while the enclosed document represents a selection of what is typical of similar collegiate organizations modified by the recommendations of our colleagues, we regard it purely and simply as a beginning - a "take-off point" - should you concur with the first two items of this report.

This report is being distributed for your study prior to the Faculty Meeting of October 8, 1964, at which time the proposal will be considered and possibly acted upon.

Respectfully,

Dr. H. Ryan, Chairman  
Mr. R. Hamme  
Mr. P. Knedler  
Mrs. S. Mack  
Dr. H. Mantz  
Dr. J. Moyer  
Mr. J. Tinsman

el  
10/1/64

C O N S T I T U T I O N  
for  
The Faculty Senate  
Kutztown State College  
Kutztown, Pennsylvania

September 28, 1964

ARTICLE I. THE FACULTY SENATE

Section 1. Purpose

The purpose of the Faculty Senate is to function as a representative body of the faculty as a whole in taking formal action on such proposals and matters of business as traditionally require action by the entire faculty.

ARTICLE II. MEMBERSHIP

Section 1. Composition

The Faculty Senate shall consist of the President of the College, the Dean of Academic Affairs, the Dean of the School of Liberal Arts, the Director of Teacher Education, and one representative to be elected by each of the various departments of the college. For this purpose, the non-teaching, instructional librarians shall be considered as members of the Dept. of Library Science.

The President of the college, the Dean of Academic Affairs, the Dean of the School of Liberal Arts, and the Director of Graduate Studies shall be ex-officio members with full voting privileges.

Section 2. Eligibility

Membership in the Faculty Senate with the exception of ex-officio members shall be restricted to those faculty members who have rendered five or more years of service to Kutztown State College.

Section 3. Officers

A chairman, a vice-chairman, and a secretary shall be selected annually, each elected by majority vote by the Faculty Senate from the Senate membership. This election shall be conducted at the first meeting of the academic year.

The Chairman shall be the principal executive officer and shall have such powers as are appropriate to his office. He shall preside at meetings, call special meetings, appoint members of Senate committees, and prepare the agenda as provided herein. He shall also be ex-officio a member of all Senate committees and shall serve as Chairman of the Executive Committee of the Senate.

The Vice-Chairman in the absence of the Chairman or at his

request shall substitute for the Chairman. He shall be ex-officio a member and Vice-Chairman of the Executive Committee.

The Secretary shall perform the usual functions of such office and shall be ex-officio a member and Secretary of the Executive Committee.

#### Section 4. Term of Membership

Faculty members shall be elected by individual departments for terms of two years. Elections shall be conducted at such times that the Secretary of the Senate will be notified of election results prior to June 1st of appropriate years. Terms shall commence on the first day of the first semester of the academic year following election and shall continue until the final day of the second academic year of the elected term.

To provide continuity of membership, half of the departmental members will be elected each year.

To implement the above, a full slate of members will be elected for the first year, but one-half of these shall be elected to one year terms. Departments designated to elect one year Faculty Senate members for the first year of operation shall be chosen by listing the departments alphabetically, assigning to each a consecutive number beginning with the number one, and designating odd-numbered departments to elect members for the shorter term. After the first year of operation all regular elections of members shall be for two year terms as earlier defined.

Vacancies in elected membership shall be filled by election within the departments concerned at the department meeting next following the vacancy.

### ARTICLE III. MEETINGS

#### Section 1. Regular Meetings

Regular meetings shall be held on a schedule to be prepared annually by the Faculty Senate at the first meeting of each academic year, such meeting to be held within three weeks after the beginning of the academic year but not before one week's notification of the meeting shall be published.

#### Section 2. Special Meetings

Special meetings shall be held at the call of the Chairman. Notice of every special meeting shall be given to members of the faculty at least one week in advance of such meeting. Such notice shall set forth the time and place of the meeting and items of business to be considered.

#### Section 3. Faculty Meetings

The Faculty Senate by majority vote of the members may call meetings of the entire faculty whenever deemed necessary.

#### Section 4. Quorum

A quorum for any meeting of the Faculty Senate shall consist of two-thirds of the full membership.

### ARTICLE IV. OPERATION

#### Section 1. Rights and Duties

It shall be the duty of the Faculty Senate to take action in the name of the full faculty in such areas and matters not forbidden by law or administrative regulation.

It shall be the duty of the Faculty Senate to establish a list and determine the function of all faculty committees.

It shall be the right of the Faculty Senate to refuse to consider any matter which, in the opinion of the group, is either outside the province of its authority or unworthy of its consideration.

It shall be the right of the Chairman of the Faculty Senate to appoint necessary nominating committees or ad hoc committees to investigate matters under Senate jurisdiction. Ad hoc committees may be drawn from the full Faculty.

It shall be the duty of the Faculty Senate to report in writing any decisions made or final action taken to the groups or individuals that originate problems for consideration.

Proceedings and decisions of the Faculty Senate shall be recorded in a minute book and copies distributed to each member of the faculty.

#### Section 2. The Executive Committee

There shall be an Executive Committee of the Faculty Senate composed of the elected officers of the Senate, the President of the college, and the Dean of Academic Affairs.

The Executive Committee shall exercise whatever interim powers are delegated to it by the Faculty Senate. The Executive Committee shall also exercise the full power of the Senate in emergency situations as identified by the President of the College. Every action taken by the Executive Committee shall be reported by the Chairman to the Faculty Senate at its next regular meeting.

### ARTICLE V. RULES OF ORDER

#### Section 1. Routine

The rules contained in Robert's Rules of Order shall govern the Senate in all cases where they are applicable.

#### Section 2. Special

A. Any faculty member may appear before the Faculty Senate

to ask questions about or to request interpretations of academic policy which involves him personally, provided that he first shall have explored the regular channels of inquiry without satisfaction.

B. Voting in the Faculty Senate may be by secret ballot when requested by a member.

### Section 3. Agenda

A. The Chairman, in consultation with the Executive Committee, shall prepare the agenda for regular meetings. The agenda shall include any matter requested in writing by three or more members of the Senate two weeks prior to a meeting. Committee reports to be considered by the Senate, resolutions to be debated, and the agenda shall be sent to each Senate member at least one week prior to any meeting.

B. Items of business not on the published agenda may be considered only if accepted for discussion and action by a two-thirds majority vote of the members of the Faculty Senate present.

### Section 4. Resolutions

Resolutions, except as otherwise specified, may be passed by a majority vote of members present.

### Section 5. Amendments

The Constitution of the Faculty Senate may be amended in two ways:

A. An amendment may originate within the faculty Senate and become part of the Senate rules, providing the proposed amendment shall have a three-fourths majority of the entire Senate.

B. An amendment may originate within the faculty by a petition signed by twenty percent of the entire faculty, providing the proposed amendment shall have a two-thirds majority vote of the entire faculty. The Senate shall call full meetings of the faculty for such votes.